

Tax Refund Deduction Warning

Date: [Insert Date]

To: [Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notification regarding your upcoming tax refund. We would like to inform you that a deduction may be applied to your refund due to outstanding debts or obligations as per [specific regulation or policy].

Please be aware that the amount deducted will be applied towards the following: - [Description of Debt/Obligation] - [Description of Debt/Obligation]

If you have any questions or if you believe this deduction is in error, please contact us at [Contact Information] or visit our office at [Office Address]. We encourage you to resolve any outstanding issues to ensure you receive your full tax refund.

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Title] [Your Organization] [Contact Information]